

# **SUPPORT TO THE HIV/AIDS RESPONSE IN ZAMBIA II (SHARe II)**

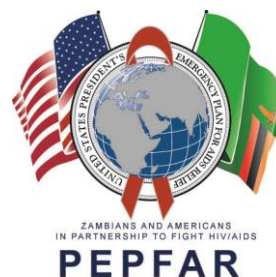


## **ANNUAL WORKPLAN**

**Period: January 1, 2015 – November 4, 2015**

**Contract No: GHH-1-00-07-00059-00  
Task Order No: GHH-1-02-07-00059-00**

**Submitted to USAID/Zambia  
December 15, 2014**



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## Acronyms

AB	Abstinence, Be Faithful
AIDS	acquired immunodeficiency syndrome
ART	anti-retroviral therapy
CA	cooperative agreement
CAPAH	Coalition of African Parliamentarians against HIV & AIDS
CBA	cost-benefit analysis
CBO	community-based organization
CDC	Centers for Disease Control and Prevention
CHAMP	Comprehensive HIV/AIDS Management Program
COP	Country Operating Plan
CT	counseling and testing
DATF	District AIDS Task Force
DCoP	Deputy Chief of Party
FAWEZA	Forum for African Women Educationalists in Zambia
FAZ	Football Association of Zambia
FBO	faith-based organization
GBV	gender-based violence
GDA	Global Development Alliance
GRS	Grassroots Soccer Zambia
GRZ	Government of the Republic of Zambia
HIV	human immunodeficiency virus
HMIS	health management information system
HOC	House of Chiefs
HR	human resources
JSI	JSI Research & Training Institute, Inc.
ICOZ	Independent Churches of Zambia
IGA	income-generating activity
IMSF	Inter-Ministerial Stakeholders Forum
IR	Intermediate Result
KAP	knowledge, attitudes and practices
LAZ	Law Association of Zambia
LBF	Lower Business Forum
LTA	Livingstone Tourism Authority
MACO	Ministry of Agriculture and Cooperatives
MC	male circumcision
MCP	multiple and concurrent partners
M&E	monitoring and evaluation
MHA	Ministry of Home Affairs
MP	Member of Parliament
MTC	Ministry of Transport and Communication

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MTENR	Ministry of Tourism, Environment and Natural Resources
NAC	National HIV/AIDS/STI/TB Council
NARF	National HIV/AIDS Reporting Framework
NASF	National AIDS Strategic Framework
NGO	nongovernmental Organization
NRFZ	National Royal Foundation of Zambia
NZP+	Network of Zambians Living Positively
OD	organizational development
OHPS	Other Policy Analysis and System Strengthening
OVC	orphans and vulnerable children
PATF	Provincial AIDS Task Force
PC	palliative care
PEP	post-exposure prophylaxis
PEPFAR	President's Emergency Plan for AIDS Relief
PLWH	people living with HIV
PMTCT	prevention of mother-to-child transmission
PPP	public-private partnership
RRF	Rapid Response Fund
SHARe	Support to the HIV/AIDS Response in Zambia
SHARe II	Support to the HIV/AIDS Response in Zambia II
SHARPZ	Serenity Harm Reduction Programme Zambia
SO	strategic objective
SSCI	Seed Certification and Control Institute
TOR	terms of reference
USAID	United States Agency for International Development
USG	United States Government
ZamAction	Zambia Action against HIV/AIDS
ZAWA	Zambia Wildlife Association
ZBCA	Zambia Business Coalition on HIV/AIDS
ZDHS	Zambia Demographic and Health Survey
ZSBS	Zambia Sexual Behavior Survey
ZHECT	Zambia Health and Education Communication Trust
ZINGO	Zambia Interfaith Networking Organization
ZWAP	Zambia Workplace HIV/AIDS Partnership

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## **I. Program Overview**

The USAID-funded Support to the HIV/AIDS Response in Zambia II (SHARe II) project was signed on November 9, 2010 for a five-year period extending through November 4, 2015. SHARe II is implemented by John Snow Inc. (JSI) and its partners: Initiatives Inc.; LEAD Program-Zambia; Zambia Interfaith Networking Organization on HIV (ZINGO); Zambia Health Education and Communication Trust (ZHECT); Livingstone Tourism Authority (LTA); Network of Zambians Living Positively (NZP+); Grassroots Soccer Zambia (GRS); and Serenity Harm Reduction Programme Zambia (SHARPZ).

### ***SHARe II Project Purpose***

The purpose of the SHARe II project is to support and strengthen the multi-sector response to HIV/AIDS and contribute to USAID/Zambia's achievement of its Country Development Cooperation Strategies (CDCS), specifically Development Objective 3 or DO 3: Human Capital Improved through IR 3.2 Health Status Improved, to reduce the impact of HIV/AIDS through Multi-Sector Response. SHARe II builds upon successes, innovations and best practices, including those from the predecessor SHARe project, and works through strategic coalitions and partnerships with the National AIDS Council (NAC) and other stakeholders to support Zambia's HIV/AIDS response efforts, and thus contributing towards the attainment of Zambia's vision of a 'nation free from the threat of HIV/AIDS'.

### ***SHARe II Vision***

The SHARe II Vision is an enabling environment that supports an equitable and sustainable HIV/AIDS multi-sectoral response at all levels.

### ***SHARe II Mission***

The SHARe II Mission is to serve as a catalyst in the development of a sustainable and effective HIV/AIDS multi-sectoral response at all levels, through innovative leadership involvement, an improved policy and regulatory environment, strengthened structures for coordination, collaboration and technical support, and enhanced workplace programs, to reduce the impact of HIV/AIDS in Zambia.

### ***SHARe II Project Goal***

SHARe II's Goal is to support the GRZ's vision of "a nation free from the threat of HIV/AIDS," working in partnership with the NAC and other GRZ agencies and institutions, Cooperating Partners, and other stakeholders and partners, to contribute to efforts to reduce and mitigate the impact of HIV/AIDS in Zambia.

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The SHARe II project addresses the following Intermediate Results (IRs) under USAID/Zambia's Country Development Cooperation Strategies (CDCS) 2011 -2015, specifically Development Objective 3 or DO 3 - *Human Capital Improved*:

**USAID DO3 Human Capital Improved:** Human capital is a multi-dimensional concept that merges the knowledge, skills, and capabilities that people need for life and work. It refers to education and health levels as they relate to economic productivity, and is a crosscutting constraint in Zambia, that must be addressed holistically rather than as discrete interventions. Human capital requires an educated populace that is able to make sound decisions that affect the health and welfare of families, and a healthy populace that is able to participate fully in education and economic opportunities.

**USAID IR 3.2 Health Status Improved:** Improved health status reduces household and government expenditures on health care, freeing resources for more productive investments thus contributing to human capital as well as rural poverty reduction;

**USAID Sub IR 3.2.2 Health Systems and Accountability Strengthened:** USAID/Zambia activities to improve health systems and accountability will include improving human resource capacity and management, drug logistics, monitoring systems, and capacity to conduct research and develop new interventions; and

**USAID Sub IR 3.2.3 Community Health Practices Improved:** USAID/Zambia assistance activities will work with community organizations to reach citizens and increase their knowledge of preventive behaviors and healthy practices.

## **SHARe II Project Objectives**

To achieve success toward realizing these IRs, SHARe II has the following four project objectives or tasks:

- Objective 1: Strengthen and expand leadership involvement in HIV/AIDS and improve the policy and regulatory environment;
- Objective 2: Strengthen organizational and technical capacity of coordinating structures to sustain the HIV/AIDS response;
- Objective 3: Strengthen and expand HIV/AIDS workplace programs;
- Objective 4: Strengthen collaboration and coordination of HIV/AIDS activities with the GRZ, USG funded partners, and other stakeholders

An important facet of the SHARe II project is to replicate and scale-up achievements from SHARe I and from the wider public health arena, incorporating lessons learned and advancing successes and best practices.

## **SHARe II End of Project Expected Results**

The end of project expected results for SHARe II are outlined in the project Monitoring and Evaluation Plan submitted to USAID.

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## II. Principal Implementation by Objective

### *Objective 1: Principal Implementation Strategies*

#### **Strengthen and expand leadership involvement in HIV/AIDS and improve the policy and regulatory environment**

SHARe II strengthens and improves the overall HIV/AIDS response environment to enable and facilitate the scale-up of a sustained and appropriate, multi-sectoral HIV/AIDS response, through engagement, mobilization and equipping of leaders at all levels with the necessary skills to be effective change-agents, and through strengthening and supporting the enactment, formulation, and implementation of appropriate HIV/AIDS-related policies and laws. SHARe II's principal implementation strategies under Objective I are outlined below:

**Strategies to actively engage and mobilize (catalyze) leadership (MPs, GRZ, Traditional, Religious, PLWA and Other Influential Leaders) to increase participation in HIV/AIDS activities are:**

- 1 Identify leaders, and assess and foster leadership commitment and capability
- 2 Build the capacity of leaders to transmit correct, up to date messages using their comparative advantage

**Strategies to strengthen the capacity of legal and policy players and entities to formulate and implement HIV-related laws and policies and to improve the policy and regulatory environment are:**

- 1 Build the capacity of leaders to advocate for an improved policy and regulatory environment and a sustained HIV/AIDS response
- 2 Strengthen the HIV-related legal environment by providing technical leadership and support in legal review and amendment processes, as necessary
- 3 Strengthen and improve the HIV-related policy environment through formation of collaborative partnerships with GRZ and other stakeholders and providing technical assistance
- 4 Support the development of policies to address GBV and HIV
- 5 Support policies to address alcohol and HIV
- 6 Support the development of the National Workplace HIV/AIDS policy and derived Public Sector workplace HIV/AIDS policies
- 7 Support Advocacy to improve HIV/AIDS legislation, policy formulation and resource allocation

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- 8 Provide capacity building for the judiciary and law enforcement to appropriately manage HIV-related cases
  - 9 Support to the mainstreaming of HIV/AIDS, gender and human rights into plans, programs and budgets
  - 10 Support interpretation and alignment of customary and statutory law paradigms in chiefdoms as pertaining to HIV/AIDS

## **Objective 2:     *Principal Implementation Strategies***

### **Strengthen organizational and technical capacity of coordinating structures to sustain the HIV/AIDS response**

Under this objective, SHARe II strengthens the capacities of HIV/AIDS coordinating structures in the public and private sectors, selected umbrella civil society organizations and Chiefdoms to coordinate, manage, and implement the national and community-level HIV/AIDS responses. This is achieved by providing technical assistance - supporting expansion of successful evidence-based interventions use of best practices across sectors, and advising on the most efficient and effective use of resources. SHARe II principal implementation strategies under Objective 2 are:

- 1 Strengthen the capacity of NAC to coordinate the national response
- 2 Strengthen the capacity of PATFs and DATFs to coordinate the provincial and district level response
- 3 Strengthen capacity of selected civil society organizations to coordinate HIV/AIDS response
- 4 Strengthen capacity of decentralized and umbrella coordinating structures to promote HIV/AIDS technical excellence
- 5 Strengthen capacity of the public and private sectors to coordinate HIV/AIDS responses in their respective sectors

## **Objective 3:     *Principal Implementation Strategies***

### **Strengthen and expand HIV/AIDS workplace programs**

Under this objective, SHARe II expands access to workplace programs in the public, private, and informal sectors, and fosters linkages and referral systems with community-level partners and implementers to expand access to HIV prevention, care, support and treatment services for employees, dependents and where feasible, to defined outreach communities, to reduce HIV-related employee absenteeism and, ultimately contributing to increased productivity. SHARe II principal implementation strategies under Objective 3 are:



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- 1 Promote a coordinated approach in all workplace programs, including defining a minimum core package and standardizing training materials
  - 2 Expand and replicate efforts in the private sector including small, medium and large-scale businesses, and the informal sector to implement comprehensive workplace HIV/AIDS programs through provision of training support and technical assistance
  - 3 Expand and replicate efforts in the public sector including continued support and expansion to additional line ministries, to implement comprehensive workplace HIV/AIDS programs through provision of training support and technical assistance

#### ***Objective 4: Principal Implementation Strategies***

##### **Strengthen collaboration and coordination of HIV/AIDS activities with the GRZ, USG-funded partners, and other stakeholders**

Under this objective, SHARe II provides technical assistance to GRZ through NAC to improve collaboration and coordination of the HIV/AIDS response across multiple partners and stakeholders, including providing support for joint-planning; developing and maintaining a monitoring system to track leadership, legal and policy environment strengthening, coordinating structures strengthening activities; and support to improve monitoring and evaluation for national HIV/AIDS activities. SHARe II principal implementation strategies under Objective 4 are as follows:

- 1 Support a systematic process of HIV/AIDS coordination led by NAC
- 2 Support joint planning with and buy-in of programs of HIV implementers and stakeholders to GRZ plans and strategies
- 3 Facilitate the development of a common M&E framework for national HIV activities.
- 4 Establish and maintain a mechanism for tracking leadership; legal and policy environment strengthening; and coordinating structures strengthening activities

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### **III. Detailed FY2015 Activity and Implementation Plan: January 1, 2015 to November 4, 2015**

#### ***SHARe II Annual Workplan: Building on SHARe Success and Utilizing Current Evidence-Base***

In the first few years, the SHARe II project built upon the momentum and successes achieved by its predecessor, the SHARe project. In the last two years, however, the project has developed a record of legitimate success and continues to use scientific evidence, best practices and lessons learned to facilitate evidence-based and quality program implementation. Equipped with lessons from previous years, SHARe II will replicate and scale up activities that have proved to be effective and efficient in contributing to project deliverables, as outlined in the 2015 annual workplan.

#### ***Annual Activity Plan for Objective 1: Strengthen and expand leadership involvement in HIV/AIDS and improve the policy and regulatory environment***

##### **1. HIV/AIDS Leadership Activities**

The provision of effective leadership at all levels of society is a critical success factor in the fight against HIV/AIDS. When we speak of leadership at SHARe II, we include a diversity of leaders drawn from different sections and levels of society (chiefs and other traditional leaders, religious leaders, influential opinion-leaders such as artists, musicians, and sportspeople, students, PLHIV, politicians, etc.). We also now understand that implementers must be open to work with these leaders to meet the needs and expectations of the populations they serve, and implementers must be prepared to appropriately equip these leaders with the requisite leadership skills. Of particular importance is identifying the characteristics of the audience to be reached by each leadership group and exploring what vehicles are most effective and appropriate to deliver the action-oriented messages which are intended to bring about desired behavior change among men and women, boys and girls in different community settings.

In FY2014, SHARe II established a critical mass of political, traditional, religious and young popular opinion leaders to work as champions in the fight against HIV/AIDS—whose leadership is now evident at community level. Politicians have been working hand in hand with traditional leaders to create awareness among their constituents using the leadership messaging toolkit developed by SHARe II; traditional leaders are mainstreaming HIV/AIDS in their developmental programs espoused in their SHARe II-supported chieftdom based strategic development plans. Religious leaders have mainstreamed HIV/AIDS messaging into curricula at theological schools as a pre-service activity, and they are using leadership messages during religious ceremonies and church services. Musicians are using their rapport with young Zambians to reach out to pupils in local schools with key prevention messages.

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Additionally, SHARE II is supporting communities to ensure their culture and traditions keep abreast of the challenges of modern-day living, including the challenges posed by HIV/AIDS, by training and equipping the gatekeepers of traditions and culture with requisite information and skills on how they can mainstream HIV/AIDS into their traditional teachings and socialization of the young people in their communities.

All SHARE II HIV/AIDS Leadership activities planned for FY2015 will ensure the continuation of effective interventions to engage previously-identified credible and effective leaders, role models and champions in HIV/AIDS messaging and the promotion of advocacy issues in order to achieve desired HIV prevention and health-seeking behaviors.

## **2. Activities to Improve the HIV/AIDS Legal and Policy Environment**

A key lesson learned through SHARE's work to improve the HIV/AIDS policy and legal environment was that policy and legal changes often take time to achieve and implement. Forward momentum requires the participation and agreement of many stakeholders, and critically, the leadership and participation of GRZ's political and bureaucratic leaders to be effective and accepted. Our approach and activities in SHARE II take into account this valuable lesson. SHARE II works collaboratively with key stakeholders, and importantly, forms respectful partnerships with NAC, the MOH and other GRZ counterparts to ensure smooth and effective change-processes and thus, achieve program objectives. SHARE II activities in this area focus on three broad activity groups:

- i. *Technical support to codify laws and formulate policies that support PLHIV and those affected by HIV/AIDS, and support in the implementation of a comprehensive HIV/AIDS response:*  
SHARE II spearheads stakeholder reviews on the status of existing HIV-related legislation and policies and provides technical support to move selected laws and policies forward. This requires working collaboratively with the legislature, civil society organizations, PLHIV groups, USG implementers and other advocates and partners under the overall leadership of relevant GRZ institutions. In FY 2015, activities in this area will include supporting review meetings, leading stakeholder consultations, providing process-related technical support and advising and providing secretariat support, as required by the responsible GRZ entity. SHARE II activities are designed to capitalize on a very strong working relationship with NAC, the MOH and MPs to move supportive HIV/AIDS legal and policy processes forward. Activities in this area are closely linked with SHARE II HIV/AIDS leadership activities. They utilize and support HIV/AIDS legal and policy champions within and outside the legislature to raise awareness around topical HIV/AIDS issues such as willful transmission of HIV, GBV and local resource allocation to the national HIV/AIDS response, to help build a community groundswell for advocacy for HIV laws, policies and action. Additionally, in FY2015, SHARE II will continue activities to improve the local policy and regulatory environment at the chiefdom level through the development and implementation of leadership commitment and policy decrees using local-level democratic processes.

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- ii. *Monitoring progression of HIV/AIDS-related laws and policies:* SHARe II continues to provide technical assistance to NAC through the development of tools to track and monitor the progression of selected laws and policies as part of legal and policy reform. Specific FY2015 activities will focus on recently analyzed and/or reformed laws or policies to support interpretation, publication and/or dissemination, as appropriate.
  - iii. *Training legal and law enforcement officers to handle HIV-related cases:* SHARe II will build on successes already achieved in strengthening the capacity of the judiciary by providing both in-service and pre-service training to legal and law enforcement officers to appropriately handle HIV-related cases. FY2015 activities include continued work with legal and law enforcement training schools to conclude the process of incorporating legal and policy issues related to HIV/AIDS into curricula SHARe II will also conclude activities started in 2011 to train in-service legal and law enforcement officers in HIV-related case-management.

Tables I-2 below show the SHARe II FY2015 annual activities under Objective I. These activities will cumulatively contribute towards the achievement of SHARe II expected results and deliverables under this objective.

Table 1: SHARe II 2015 Annual Work Plan for Objective 1a - Strengthen and expand leadership involvement in HIV/AIDS and improve the policy and regulatory environment – Leadership activities

Task 1: Strengthen and expand leadership and improve the policy and regulatory environment - Leadership Activities								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
A. HIV/AIDS Leadership Activities								
Sub-Task 1.1: Actively engage and mobilize (catalyze) leadership (MPs, GRZ, Traditional, Religious, PLHIV and Other Influential Leaders) to increase participation in HIV/AIDS activities	1.1a Provide support to strengthen capacity of leaders at all levels to engage and lead the HIV/AIDS response in their communities in order to increase their participation in policy implementation that will influence health outcomes							
	Continuing	1.1a_1	Facilitate Community Development Action Planning (CoDAP) and CCA in 3 new chiefdoms	x	x			Mutinta/Kalasa
	Continuing	1.1a_2	Print Strategic Plans for 10 chiefdoms (those planned for launching)	x	x			Mutinta/Kalasa
	Continuing	1.1a_3	Launch 10 strategic plans (Ndungu/Vaka Chinyama, Nalolo/Lwambi, Macha, Kapajimpanga, Mumena, Nyakulenga, Mutondo, Kahare, Mwandi, Kanyembo)	x	x	x		Mutinta/Kalasa
	New	1.1a_4	Develop HIV/AIDS messaging billboards for each of the 10 chiefdoms	x	x	x		Mutinta/Kalasa
	1.1b Provide technical support to leaders to build understanding of HIV/AIDS issues and their role in prevention							
	New	1.1b_1	Undertake a sustainability and program transfer process (meetings and site visits) with MOCTA (Minister, PS, provincial representatives), provincial medical officers and DMOs from the key districts, and chiefdom HIV/AIDS mitigation team representatives to discuss chiefdom program sustainability	x	x	x	x	Mutinta/Kalasa

Task 1: Strengthen and expand leadership and improve the policy and regulatory environment - Leadership Activities								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
	Continuing	1.1b_2	Hold a consensus meeting with the leaders of the theological institutions to finalize the HIV/AIDS curricula for religious schools manual	x				Mutinta/Kalasa
	New	1.1b_3	Print the HIV/AIDS curricula for religious schools manual		x			Mutinta/Kalasa
	New	1.1b_4	Launch the HIV/AIDS curricula for religious schools manual		x			Mutinta/Kalasa
	Continuing	1.1b_5	Integrate capacity building on HIV/AIDS roles and responsibilities in every encounter with leaders	x	x	x		Mutinta/Kalasa
	New	1.1b_6	Print copies of translated HIV/AIDS Leadership Messages toolkit	x	x			Mutinta/Kalasa
<b>1.1c Improve ability to effectively utilize current resources and increase access to additional resources</b>								
	Continuing	1.1.c_1	Facilitate establishment of strategic linkages for leadership institutions (chiefdoms, religious institutions, Zambia Association of Musicians-ZAM)	x	x	x		Mutinta/Kalasa
<b>1.1d Strengthen capacity of key leadership to advocate for improved HIV/AIDS policies and laws</b>								
	Continuing	1.1d_1	Integrate capacity building on HIV/AIDS roles and responsibilities in every encounter with leaders	x	x	x		Mutinta/Kalasa
<b>1.1e Support opportunities at the local level to ensure active consultation and participation</b>								
	Continuing	1.1e_1	Conduct HIV/AIDS leadership discussion forums with selected leaders at national level	x	x	x		Mutinta/Kalasa

Task 1: Strengthen and expand leadership and improve the policy and regulatory environment - Leadership Activities								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
	1.1f Develop a highly visible initiative that identifies promotes and recognizes good leadership in HIV/AIDS							
	Continuing	1.1f_1	Provide leadership platforms where necessary, to afford leaders opportunities to provide HIV/AIDS leadership	x	x	x		Mutinta/Kalasa
	Continuing	1.1f_2	Work with identified champions during SHARe II programs (SP launches) to provide HIV/AIDS messaging	x	x	x		Mutinta/Kalasa
	New	1.1f_3	Implement a National HIV/AIDS Billboard Campaign	x	x			Mutinta/Kalasa
	1.1g Increase leaders role and ability to address HIV/AIDS issues, stigma and discrimination in their respective roles/ forums and provide them with the necessary tools							
	Continuing	1.1g_1	Train selected champions and leaders in leadership messaging (religious, political, traditional and youths) in leadership messaging and disseminate leadership toolkit	x	x	x		Mutinta/Kalasa
	1.1h Provide support to increase on-going advocacy, understanding and promotion of best practices							
	New	1.1h_1	Carry out operational research to help make the case for chiefdom based Health Systems Strengthening	x	x	x		Mutinta/Kalasa/Kim
	Continuing	1.1h_2	Identify and document lessons learned, success stories and best practices from leadership work	x	x	x		Mutinta/Kalasa/Kim
	New	1.1h_3	Hire consultant to shoot videos, take photos for documentation	x	x	x		Mutinta/Kalasa/Kim
	1.1i Support measures to ensure sustainability of HIV/AIDS programs							
	Continuing	1.1i_1	Conduct supportive supervision to ZAM	x	x	x		Mutinta/Kalasa
	Continuing	1.1i_2	Conduct supportive supervision to GRS	x	x	x		Mutinta/Kalasa

Task 1: Strengthen and expand leadership and improve the policy and regulatory environment - Leadership Activities								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
	Continuing	1.1i_3	Conduct supportive supervision to ZINGO and partner churches	x	x	x		Mutinta/Kalasa
	Continuing	1.1i_4	Conduct supportive supervision to ICOZ	x	x	x		Mutinta/Kalasa
	Continuing	1.1i_5	Conduct supportive supervision to theological training institutions	x	x	x		Mutinta/Kalasa
	Continuing	1.1i_6	Conduct supportive supervision to selected champions	x	x	x		Mutinta/Kalasa
	Continuing	1.1i_7	Provide material and financial support to trained champions and other leaders to enable them carry out their HIV/AIDS related activities	x	x			Mutinta/Kalasa
	Continuing	1.1i_8	Conduct supportive supervision to chiefdoms	x	x	x		Mutinta/Kalasa
	<b>1.1j Support traditional leaders in Mukuni Chiefdom to promote issues of respectful gender norms and to reach girls and young women 10-24 years with HIV/AIDS and reproductive health programs</b>							
	New	1.1j_1	Conduct 4 supportive visits to trained female and male adolescents mentors in the 12 zones of Mukuni Chiefdom	x	x			Mutinta/Mercy
	New	1.1j_3	Provide support to trained leaders (balayas) to enable them carry out their HIV/AIDS related activities	x	x			Mutinta/Mercy



Table 2: SHARe II 2015 Annual Work Plan for Objective 1b - Strengthen and expand leadership involvement in HIV/AIDS and improve the policy and regulatory environment – HIV-related policy and legal activities

Task 1: Strengthen and expand leadership and improve the policy and regulatory environment – Policy and Legal Activities								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
B. Activities to Improve the HIV/AIDS Legal and Policy Environment								
Sub-Task 1.2: Strengthen the capacity of legal and policy entities to formulate and implement HIV-related laws and policies	1.2a Provide support to strengthen capacity of parliamentarians and other law makers to advocate for and legislate appropriate HIV/AIDS related laws and policies							
	New	1.2a_1	Conduct advocacy activities with the Coalition of African Parliamentarians Against HIV/AIDS (CAPACH) towards the revision of selected pieces of legislation and policies	x	x	x		Michael
	Continuing	1.2a_2	Support CAPAH to conduct advocacy activities; support CAPAH members to work with selected traditional leaders during traditional ceremonies		x			Michael
	Continuing	1.2a_3	Document, print and share tangible results of SHARe II processes and results of working with MPs					Michael
	1.2b Work with selected Chiefdoms to develop by-laws and decrees to outlaw/ban specific harmful practices							
	Continuing	1.2b_1	Build consensus with 5 chiefdoms on the development and validation of decrees	x	x			Michael/Charles/Chris/Timothy
	Continuing	1.2b_2	Conduct leadership training for the Council of Elders and senior headpersons in 5 chiefdoms	x	x			Charles/Chris/Timothy
	New	1.2b_3	Print and distribute Chiefdom HIV/AIDS and GBV Policy Decrees for 20 chiefdoms (15 old + 5new)	x	x	x		Charles/Chris/Timothy
	New	1.2b_4	Conduct support supervision to 20 chiefdoms (15 old + 5 new) and identify and document the impact of Chiefdom HIV and GBV Policy Decrees in relation to the HIV response	x	x	x		Charles/Chris/Timothy
	New	1.2b_5	Conduct a National Policy Indaba on "HIV/AIDS Response through Chiefdom HIV and GBV Policy Decrees "		x			Michael/Charles/Chris

Task 1: Strengthen and expand leadership and improve the policy and regulatory environment – Policy and Legal Activities								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
	1.2c Support the development of the National Workplace Policy and Guidelines, and its roll-out and utilization							
	New	1.2c_1	Support a technical committee to fine tune the overarching National Workplace HIV/AIDS policy and PIP and support resubmission to cabinet by MLSS	x				Michael/ Chris
	New	1.2c_2	Print 1000 copies of National Workplace HIV/AIDS policy and 1000 copies of the Implementation Plan	x				Michael/ Chris
	Continuing	1.2c_3	Finalize documentation of SHARe II policy development guide for workplace wellness and HIV/AIDS policies	x	x	x		Chris/Charles/Michael
	Continuing	1.2c_4	Support at least 12 line ministries to finalize development of workplace wellness policies, print, and launch	x	x	x		Michael/Chris/Charles
	Continuing	1.2.c_5	Support 15 line ministries to hold 3 joint policy launches	x	x	x		Michael
	Continuing	1.2c_6	Finalize development of policies for CBU, LTA and 2 religious mother bodies	x				Michael/Chris/Charles
	Continuing	1.2c_7	Document one comprehensive policy development process report for the public sector ministries	x	x			Michael/Chris/Charles
	1.2d Support the finalization and implementation of the anti GBV legislation to strengthen capacity of MPs and other lawmakers to advocate for and legislate appropriate laws and policies to address issues of GBV, alcohol and stigma							
	1.2d _1 Activities to address gender and GBV							
	Continuing	1.2d _1a	Provide technical support to the implementation of collaborative GBV-related activities and advocacy coordinated by the Ministry of Gender	x	x	x		Timothy/Michael
	Continuing	1.2d _1b	Participate in the dissemination of the simplified version of the Anti-gender-based Violence Act (AGBV Act) of 2011 to selected SHARe II partners	x	x	x		Groy/Timothy/Charles/Chris

Task 1: Strengthen and expand leadership and improve the policy and regulatory environment – Policy and Legal Activities								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
	New	1.2d _1c	Provide technical assistance to the Ministry of Gender in implementation of the Boys to Men Program	x	x	x		Michael/Timothy
	New	1.2d _1d	Implement the Gender Score Card (GSC) in 20 chiefdoms (to be done during supportive supervision)	x	x	x		Timothy/Michael
	New	1.2d _1e	Write and disseminate analysis report for the GSC	x	x	x		Timothy/Michael
<b>1.2d _2 Activities to address alcohol and HIV/AIDS</b>								
	Continuing	1.2d _2a	Support MOH to print, disseminate, and launch the National Alcohol Policy (NAP) and the National Alcohol Policy Implementation Plan (NAPIP)	x	x			Michael
<b>1.2d _3 Activities to address HIV-related stigma</b>								
	Continuing	1.2d _3a	Work with the Task 2 team to technically support NZP+	x	x	x		Charles/Michael
<b>1.2e Support the Judiciary and law enforcement agencies to improve management of HIV/AIDS-related cases</b>								
	Continuing	1.2e _1	Support the Judiciary to strengthen in-service capacity building for Magistrates and Judges to appropriately manage HIV-related cases	x	x	x		Michael/Groy
	Continuing	1.2e _2	Conduct a non-residential retreat for 25 High Court and Supreme Court Judges on HIV/AIDS and the law in Zambia	x				Muka/Mutinta/ Michael/Groy
	Continuing	1.2e _3	Work with the training department of the Judiciary to identify which magistrates are not yet trained	x				Michael/Groy
	Continuing	1.2e _4	Conduct 2 residential trainings for magistrates (untrained local court and subordinate court magistrates)	x	x			Groy/Timothy
	Continuing	1.2e _5	Finalize revision and print HIV/AIDS reference materials for the Judiciary in Zambia	x	x	x		Michael/Groy
	Continuing	1.2e _6	Finalize writing of Judiciary training materials, validate, print and launch		x			Michael/Groy

Task 1: Strengthen and expand leadership and improve the policy and regulatory environment – Policy and Legal Activities								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
	Continuing	1.2e_7	Integrate HIV-related case management into legal pre-service training curricula (universities/colleges)	x	x			Michael/Groy
	Continuing	1.2e_8	Finalize pre-service legal training modules and curricula	x	x			Michael/Groy
	Continuing	1.2e_9	Print and distribute modules of training materials for legal pre-service training curricula (universities/colleges)		x	x		Michael/Groy
	Continuing	1.2e_10	Integrate HIV-related case management into police pre-service training curricula and print learning materials	x	x	x		Michael/Groy/Charles
	Continuing	1.2e_11	Conduct non-residential trainings with trained instructors to capture the remaining 375 in-service operatives	x	x			Groy/Timothy
	Continuing	1.2e_12	Conduct support supervision visits to the judiciary and law enforcement agencies; institutions of higher learning and police training colleges	x	x	x		Michael/Groy
	<b>1.2f Support the identification of key legislative and policy barriers to mitigating the effects of HIV/AIDS</b>							
	Continuing	1.2f_1	Work with ZLDC to conduct in-country site visits in Chinsali, Mansa, Lusaka and Mongu	x	x			Groy/Timothy
	Continuing	1.2f_2	Support ZLDC to host stakeholders meeting		x	x		Groy/Timothy/Michael
	Continuing	1.2f_3	Support ZLDC to host committee of experts meeting and community meetings		x	x		Groy/Timothy/Michael
	Continuing	1.2f_4	Print and dissemination of DBWMA research report		x			Groy/Timothy/Michael
	<b>1.2.g Provide support to increase on-going advocacy, understanding and promotion of best practices</b>							
	Continuing	1.2.g_1	Identify and document lessons learned, success stories and best practices from policy and legal work	x	x	x		Michael/Kim

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## **Annual Activity Plan for Objective 2: Strengthen organizational and technical capacity of coordinating structures to sustain the HIV/AIDS response**

A critical lesson learned from SHARe is that public sector and local NGO/CBO partners perform better with tailored, results-oriented institutional capacity building and systems strengthening. The SHARe project developed an Organizational Capacity Assessment (OCA) tool and process to help public sector institutions (NAC, Line Ministries and other GRZ institutions) and civil society organizations to assess their institutional capacities to implement and carry out their HIV-related mandates. The OCA tool provides standards for key management components against which institution and organization teams are able to measure their current status and develop action or performance improvement plans to address challenges and, as necessary, seek appropriate technical assistance to improve from outside the institution or organization.

SHARe II implementation strategies and activities build on SHARe successes, including the OCA best practice. SHARe II provides technical support to implement the OCA process to selected public sector, private sector, and civil society partners as a means to improve management, implementation, and coordination of HIV/AIDS activities. For NAC and its decentralized structures, SHARe II activities focus significantly on building the capacity of District AIDS Task Forces (DATFs) to coordinate the HIV/AIDS response, and include mentoring counterpart NAC and PATF staff to implement the OCA process for the DATFs.

SHARe II activities will continue to rollout the DATF certification process, which uses performance measurement mechanism to certify DATFs that have achieved high performance levels, using a set of pre-defined performance benchmarks. The certification process not only assesses institutional capacities and systems but also assesses quality of services provision, helping to provide evidence of institutional capacity strengthening and technical capacity strengthening. A key, successful strategy under SHARe to encourage improvement was to use the DATFs that performed excellently as learning sites for the DATFs that faced performance challenges. SHARe II activities incorporate this best practice.

Table 3 below shows the SHARe II FY2015 annual activities under **Objective 2**. These activities and those that will be carried out in subsequent years will cumulatively contribute towards the achievement of SHARe II expected results and deliverables under this objective.

Table 3: SHARe II 2015 Annual Work Plan for Objective 2 - Strengthen capacity of coordinating structures to sustain the HIV/AIDS response

Task 2: Strengthen organizational and technical capacity of coordinating structures to sustain the HIV/AIDS response								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
Sub-Task 2.1: Strengthen the capacity of NAC to coordinate the national HIV/AIDS response	2.1a Ensure work with NAC is closely coordinated/integrated with all other donors/partners providing support to NAC							
	Continuing	2.1a_1	Hold a one day meeting with NAC Senior Management to agree on SHARe II scope of work for 2015	x				Stan/Michael/Kelly
	2.1b Provide technical assistance to NAC to build on previous capacity assessments to develop and implement a costed action plan							
	Continuing	2.1b_1	Support NAC to conduct a capacity assessment to identify areas needing capacity building		x	x		Stan/ Michael /Jack
	2.1 c Build the capacity of host country coordinating structures at all levels (NAC, PATFs, DATFs and CATFs) to undertake participatory planning							
	Continuing	2.1c_1	Share the results of the TA provided to PATFs and DATFs with NAC on quarterly basis	x	x	x		Stan/Kelly/Choolwe
	New	2.1c_2	With NAC, hold two one-day Provincial Stakeholder Forums for key provincial and district officials to build consensus on effective and sustainable HIV/AIDS coordination	x	x			Stan/Michael/Kelly
	2.1d Work with NAC to strengthen its ability to better coordinate, monitor and advocate							
	Continuing	2.1d_1	Participate in NAC quarterly review meetings	x	x	x		Stan/Kelly/Choolwe
	2.1e Improve mechanisms to monitor resource allocations within NAC with a focus on the effective and appropriate use of resources							
	Continuing	2.1e_1	Share best practices with NAC on sub-granting to sub-national structures and provide technical assistance as needed		x	x		Stan/Kelly/Choolwe
	2.1f Support NAC to further define and promote its evolving role and communicate this to all stakeholders							
New	2.1f_1	Participate in stakeholder sensitization and dissemination of the National AIDS Strategic Frame work (NASF)	x	x			Stan/Kelly/ Lyford/Isaac	

Task 2: Strengthen organizational and technical capacity of coordinating structures to sustain the HIV/AIDS response								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
	2.1g Support NAC to coordinate HIV/AIDS data collection and use data for decision making and to transfer these skills to other organizations							
	Continuing	2.1g_1	With Task 4, support NAC to hold consultative meeting on M&E support to DATFs (SHARe II, NAC, USAID and CDC)		x			Stan/Kim/Mercy
	2.1h Work with NAC to ensure that project activities support NAC priorities as outlined in NAC’s strategic and annual plans							
	Continuing	2.1h_1	Harmonize SHARe II (CS) work plan to NACs 2015 annual work plan	x				Stan/Kelly/Choolwe
	2.1i Build capacity and skills in local coordinating organizations to ensure sustainability of efforts beyond the life of the project							
	Continuing	2.1i_1	Facilitate leadership and participation of NAC in all activities at sub national level	x	x	x		Lyford/Kelly/Isaac
	New	2.1i_2	Support an award ceremony for DATFs and PATFs that meet performance expectations (with Task 4)		x			Isaac/Kelly/Lyford
Sub-Task 2.2: Strengthen capacity of PATFs, DATFs to coordinate the provincial and district level response	2.2a Provide technical assistance to regularly assess and develop activities to coordinate the provincial and district level response							
	Continuing	2.2a_1	Onsite targeted technical support to 30 selected DATFs, with resource packages	x	x	x		Kelly/Isaac/Lyford
	Continuing	2.2a_2	Onsite targeted technical visit to 10 PATFs, with resource packages	x	x	x		Jack/Kelly/Stan
	Continuing	2.2a_3	Support to 62 DATFs on a monthly basis prioritized by capacity building need	x	x	x		Lyford/Kelly/Isaac
	Continuing	2.2a_4	Support to 10 PATFS on a monthly basis prioritized by capacity building need	x	x	x		Jack/Kelly
	New	2.2a_5	Conduct an end line performance assessment of 59 DATFs	x	x	x		Kelly/Isaac/Lyford
	New	2.2a_6	Conduct an end line performance assessment of 10 PATFs			x		Kelly/Isaac/Lyford/Jack

Task 2: Strengthen organizational and technical capacity of coordinating structures to sustain the HIV/AIDS response								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
	2.2b Build capacity of PATFs DATFs and CATFs to coordinate, monitor and promote the implementation of best practices							
	Continuing	2.2b_1	Provide TA to DATFs in documentation and communication of success stories, best practices, and lessons learned	x	x	x		Isaac/Kelly/Lyford
	2.2c Provide support to help PATFs, DATFs and CATFs improve utilization of existing data including the drivers of the epidemic, for decision making for quality interventions in both the public and private sector							
	Continuing	2.2c_1	Provide TA to DATFs on utilizing HIV/AIDs data in decision making for guiding the HIV response	x	x	x		Isaac/Kelly/Lyford
	2.2d Provide support to PATFs, DATFs and CATFs to mobilize, administer and manage resources							
	Continuing	2.2d_1	With NAC track DATF access to CDF, capital projects and other funding sources	x	x	x		Isaac/Kelly/Lyford
	2.2e Provide support to build and transfer knowledge and skills to local coordinating organizations to ensure sustainability of efforts beyond the life of the project							
	Continuing	2.2e_1	In collaboration with NAC, conduct 3-day trainings for DATF members on HIV and AIDS technical information	x				Anna/Kelly/Lyford/Jack
	Continuing	2.2e_2	Print HIV and AIDS Technical Training Package for Non-Health Workers	x				Anna/Kelly
	Continuing	2.2e_3	Support PACAs and/or other PATF counterparts to undertake capacity assessment and capacity building through practicums during support to DATFs.	x	x	x		Kelly/Isaac/Lyford
	New	2.2e_4	Develop and administer a self-assessment tool for PACAs	x	x	x		Jack/Isaac/Lyford



Task 2: Strengthen organizational and technical capacity of coordinating structures to sustain the HIV/AIDS response								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
<b>Sub-Task 2.3:</b> Strengthen the capacity of civil society organizations to coordinate, manage and implement the HIV/AIDS response	<b>2.3a Provide on-going support to conduct organizational capacity assessments and as necessary provide institutional capacity building to civil society organizations and associations to strengthen their systems, their capacity to coordinate, and to provide technical assistance to their member organizations and affiliates</b>							
	Continuing	<b>2.3a_1</b>	Support to NZP+ Secretariat on a monthly basis prioritized by capacity building need	x	x	x		Choolwe/Jack
	New	<b>2.3a_2</b>	Conduct end line organizational capacity assessment with NZP+ Secretariat using the civil society management performance standards tool		x	x		Choolwe/Jack
	New	<b>2.3a_3</b>	With NZP+ secretariat provide TA to 10 NZP+ Provincial chapters in performance standards assessments	x	x	x		Choolwe/Jack/Anna
	New	<b>2.3a_4</b>	Support the NZP+ national secretariat and provincial structures to conduct baseline capacity assessments and provide capacity building for provincial structures and district chapters (respectively) using the performance expectations	x	x	x		Jack/Anna/Choolwe
	New	<b>2.3a_5</b>	Support the NZP+ Secretariat to conduct end line performance assessments for provincial structures and district chapters			x		Jack/Anna/Choolwe
	<b>2.3b Increase support to networks of people living with HIV/AIDS and improve the involvement of PLWHA to inform public, private and civil society responses to the epidemic</b>							
	Continuing	<b>2.3b_1</b>	Assist NZP+ to finalize its PLHIV advocacy strategy	x				Choolwe /Jack
	<b>2.3c Provide technical assistance in civil society organizational development</b>							
	Continuing	<b>2.3c_1</b>	Provide technical assistance to NZP+ secretariat for grant implementation and donor compliance	x	x	x		Choolwe/Jack

Task 2: Strengthen organizational and technical capacity of coordinating structures to sustain the HIV/AIDS response								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
	Continuing	<b>2.3c_2</b>	Finalize and print NZP+ Board manual	x	x			
	New	<b>2.3c_3</b>	Support NZP+ to complete staff recruitment and orientation of new staff	x				Choolwe/Anna
<b>2.3d Strengthen financial planning, management and reporting systems of coordinating civil society organizations</b>								
	Continuing	<b>2.3d_1</b>	Provide TA to NZP+ in financial planning, management and reporting systems (with admin and finance)	x	x	x		Pitha/Anna
	New	<b>2.3d_2</b>	Conduct a Mock NUPAS assessment with NZP+ to measure capability to meet USAID pre-award requirements			x		Pitha/Anna
<b>2.3e Strengthen management of physical infrastructure, commodities, equipment and logistics</b>								
	Continuing	<b>2.3e_1</b>	Support NZP+ on asset and other resource management	x	x			Daniel/ Carol
<b>2.3f Provide training in all aspects of HIV/AIDS management and institutional capacity</b>								
	New	<b>2.3f_1</b>	Provide TA to NZP+ to conduct PHDP training of 35 district chapter staff	x	x	x		Anna/Choolwe
<b>2.3g Provide support to various coordinating civil society bodies to develop (and/or implement) strategic and operational plans and clearly articulate their mandate as organizations and the role they play</b>								
	New	<b>2.3g_1</b>	Hold meetings with NZP+ secretariat to track the implementation of its operational plan	x	x	x		Choolwe/Jack/Anna
<b>2.3h Provide technical assistance to enable these coordinating organizations to mobilize resources and broaden their funding base</b>								
	Continuing	<b>2.3h_1</b>	Support NZP+ to finalize resource mobilization strategy		x			Jack/Anna/Choolwe
	New	<b>2.3h_2</b>	Support NZP+ to draft and submit one funding proposal		x	x		Choolwe/Jack

Task 2: Strengthen organizational and technical capacity of coordinating structures to sustain the HIV/AIDS response								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
	2.3i Provide support to build and transfer knowledge and skills to local coordinating organizations to ensure sustainability of efforts beyond the life of the project							
	New	2.3i_1	Orient NZP+ Secretariat to conduct chapter performance assessments	x	x			Choolwe/Jack/Ana
Sub-Task 2.4: Document Communicate	2.4a Document lessons learned, success stories and best practices from CS work							
	Continuing	2.4a_1	Identify and document lessons learned, success stories and best practices from CS work	x	x	x		Stan/Kelly/Lyford/Isaac/ Kim
	New	2.4a_2	Document a final report on PATF/DATF capacity building process and results		x	x		Isaac/Kelly/Lyford
	New	2.4a_3	Conduct a qualitative survey of DATFs to document results of DATF capacity building in terms of DATF member service changes, expansion, resource mobilization and coordination		x	x		Lyford/Kelly/Isaac

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### **Annual Activity Plan for Objective 3: Strengthen and expand HIV/AIDS workplace programs**

Studies done through the predecessor SHARe project provided a baseline and springboard for SHARe II workplace HIV/AIDS programs; they highlighted where programs performed well, e.g. in achieving desired HIV-related behavior change such as increase in uptake of CT (68.3% of workers had had an HIV test and received their test results at endline compared to 22.5% at baseline) and where challenges in achieving desired behavior change still remain, e.g. very low consistent use of condoms (only 26.7% of workers were correctly and consistently using condoms at endline compared to 20.9% at baseline). These data have informed SHARe II's program strategy and action. For instance, appropriate implementation strategies have been adopted to capitalize on gains already made to further increase HTC uptake and to increase correct and consistent use of condoms, e.g. scaling-up couple counseling and greater involvement of PLHIV in programs through the Positive Action by Workers (PAW) initiative. Other evaluations carried out by SHARe that have informed SHARe II program strategy and activities include the evaluation of the SHARe Gender and Sexuality in HIV/AIDS (GESHA) program which assessed the effectiveness of integrating the gender and sexuality approach into traditional HIV/AIDS programs. The results from the GESHA evaluation show that programs that integrate gender and sexuality are effective in both generating greater participation in HIV/AIDS programs as well as achieving desired behavior change.

A key result of implementing comprehensive workplace HIV/AIDS programs that included appropriate linkages to care and treatment services has been the improvement in general employee health and the reduction in absenteeism. This has resulted in a switch in priorities by many workplaces to have more integrated health programs that address HIV and other related issues. Additionally, many workplaces recognize the benefit of workplace HIV/AIDS programs for their workers and would prefer that these programs also reach workers' families and, where possible, defined communities where they draw their workers from. We have incorporated these lessons into the SHARe II workplace HIV/AIDS programs strategy and activities. While workplace HIV/AIDS program activities still maintain a clear focus and emphasis HIV prevention and linkage to services, we have integrated other health information and services, e.g. family planning to meet employee wellness requirements. SHARe II workplace HIV/AIDS programs, where feasible, are extended to reach defined outreach communities (e.g. the Zambia Police Service who live in police camps and some Tourism HIV/AIDS Public-Private Partnership workplaces that draw workers from defined surrounding communities), thus expanding coverage and reach.

Table 4 below shows the SHARe II FY2015 annual activities under **Objective 3** – these activities and those that will be carried out in subsequent years will cumulatively contribute towards the achievement of SHARe II expected results and deliverables.

Table 4: SHARe II 2015 Annual Work Plan for Objective 3 - Strengthen and expand HIV/AIDS workplace programs

Task 3: Strengthen and expand HIV/AIDS workplace programs								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
Sub-Task 3.1: Expand and replicate efforts in the private sector including small, medium and large-scale businesses, and the informal sector	3.1a Implement sustainable models for workplace and community based programming: Increase and expand workplace programs and support in a logical and prioritized manner							
	3.1a_1 Support implementation of HIV/AIDS workplace programs in the informal sector (large markets and others)							
	Continuing	3.1a_1.1	Support sensitization and HTC services in the participating markets (8)	x	x	x		Trywell/Simon
	Continuing	3.1a_1.2	Hold peer learning forum with peer educators and coordinators	x	x	x		Trywell/Simon
	Continuing	3.1a_1.3	Supportive supervision to peer educators in the markets	x	x	x		Trywell/Simon
	New	3.1a_1.4	Peer educator refresher training and exit strategy formulation.	x				Trywell/Simon
	New	3.1a_1.5	Support refresher training of HTC counselors and linkages to service provision.	x				Trywell/Simon
	3.1a_2 Work with private sector companies (Mkushi and Chisamba farm block) to scale up implementation of workplace-based HIV/AIDS and wellness programs (integrating malaria, reproductive health and family planning) based on the needs of each partner workplace							
	Continuing	3.1a_2.1	Provide technical and support supervision to the partners	x	x	x		Benny/Pule
	Continuing	3.1a_2.2	Support peer educator training in ZFE companies on a cost-sharing basis	x				Benny/Pule
	Continuing	3.1a_2.3	Support forum for experience-sharing among partners (program coordinators and focal point persons)	x	x	x		Benny/Pule

Task 3: Strengthen and expand HIV/AIDS workplace programs								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
	3.1b Provide technical assistance to manage workplace HIV/AIDS programs							
	3.1b_1 Provide technical support for wellness and HIV/AIDS program implementation and management for existing Tourism HIV/AIDS Public-Private Partnerships (PPP) companies							
	Continuing	3.1b_1.2	Skills transfer in community health and development for HIV/AIDS with community mobilisers in Mukuni and Simoonga villages	x	x	x		Simon/Phinias
	Continuing	3.1b_1.3	Support supervision and mentorship for teachers at Simoonga basic and Mukuni comprehensive school to address HIV/AIDS nd reproductive health among the teenage girls and boys	x	x	x		Simon/Phinias
	Continuing	3.1b_1.4	Sensitization meetings with school girls and boys in grades 5-9 at Simoonga Basic School on sexual reproductive health, assertiveness in HIV/AIDS prevention, delay of sexual debut, and career development (to include teachers in the discussions)	x	x	x		Simon/Phinias
	Continuing	3.1b_1.5	Conduct community education on HIV/AIDS and wellness programs in PPP defined outreach communities in Livingstone	x	x	x		Simon/Phinias
	Continuing	3.1b_1.6	Conduct follow-up support visits to the LTA, SLCA, PPP partners and community mobilizers	x	x	x		Simon/Phinias
	3.1b_2 Provide technical support for workplace wellness and HIV/AIDS program implementation and management for ZFE and ZCTU member companies							
	Continuing	3.1b_2.1	Support HIV/AIDS leadership forum for CEOs drawn from selected ZFE members in collaboration with ZCTU (breakfast meeting)	x	x			Simon
	3.1b_3 Conduct social mobilization activities with the PPP partners							
	Continuing	3.1b_3.1	Conduct social mobilization for HIV prevention in Livingstone		x			Simon/Benny/Pule

Task 3: Strengthen and expand HIV/AIDS workplace programs								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
			<b>3.1b_4</b> Provide technical support and supervision to ZHECT and LEAD Program-Zambia in HIV/AIDS workplace programming in the formal and informal private sectors					
	Continuing	<b>3.1b_4.1</b>	Conduct support supervision visits to LTA, ZHECT and LEAD for mentorship and skills transfer with staff	x	x	x		Simon/Phinias
			<b>3.1c</b> Utilize representatives from successful workplace programs and/or managers as “Champions” and utilize these peers/models for expansion of workplace programs					
			<b>3.1c_1</b> Work with ZFE to increase high-level private sector engagement and participation in workplace wellness and HIV/AIDS programs.					
	Continuing	<b>3.1c_1.1</b>	Participate in the Tripartite meeting to influence HIV/AIDS workplace policy		x			Simon
			<b>3.1d</b> Improve existing monitoring systems in workplace programs, and increase efforts to ensure that policies are being widely publicized/shared, utilized and implemented					
			<b>3.1d_1</b> Enhance program coordination and monitoring competencies of program coordinators in the Private sector.					
	Continuing	<b>3.1d_1.1</b>	Support reporting systems in the private sector companies (PPP, ZFE members)	x				Simon
			<b>3.1e</b> Develop and/or strengthen an efficient mechanism to provide and communicate technical resources, updates and best practices					
			<b>3.1e_1</b> Support an HIV/AIDS workplace program forum for sharing experiences and learning for the private sector.					
	Continuing	<b>3.1e_1.1</b>	Conduct peer learning forums within the private sector		x			Simon/Pule/Benny

Task 3: Strengthen and expand HIV/AIDS workplace programs								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
Sub-Task 3.2: Expand and replicate efforts in the public sector including continued support and expansion to Additional Line Ministries	3.2a Strengthen and catalyze public sector leadership and workplace programs with key ministries							
	3.2a_1 Support implementation Positive Action by Workers (PAW) programs within public and private sector workplace programs							
	Continuing	3.2a_1.1	Provide technical support supervision to PAW groups in the districts	x	x	x		Pule/Anna/Mercy Ulaya
	3.2a_2 Implement expanded workplace-based HIV/AIDS and wellness programs (integrating malaria, reproductive health and family planning) based on the needs of each partner workplace							
	Continuing	3.2a_2.1	Support public sector workplace coordinators, focal point persons and committees to plan exit strategy for sustainability	x	x			Pule/Benny/ Trywell
	Continuing	3.2a_2.2	Support meetings with public sector management to share exit strategy and sustainability of workplace programs	x	x			Pule/Benny/ Trywell
	3.2a_3 Support dissemination of workplace HIV/AIDS and wellness policies for SHARe II-supported ministries who have finalized and launched their policies.							
	Continuing	3.2a_3.1	Support dissemination meetings of workplace wellness and HIV/AIDS policies with selected ministries in the districts	x	x	x		Pule/Benny/ Michael/Trywell
	3.2b Improve quality and innovation of workplace programming							
	3.2b_1 Undertake supportive supervision and skills transfer to workplace wellness and HIV/AIDS committees in line ministries							
	Continuing	3.2b_1.1	Provide technical and support supervision to workplace programs in the public sector	x	x	x		Pule/Benny/ Trywell
	Continuing	3.2b_1.2	With M&E, conduct joint DQAs for the partners to ascertain program effectiveness and quality	x	x	x		Pule/Benny/Henry Trywell/Simon



Task 3: Strengthen and expand HIV/AIDS workplace programs								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
	3.2c Improve the ability of line ministries to mainstream HIV/AIDS and GBV activities into their work							
	3.2c_2 Provide skills transfer and mentorship to GESHA facilitation teams in selected public sector ministries.							
	Continuing	3.2c_2.1	Conduct GESHA mentorship meetings with facilitation teams in the districts	x	x	x		Simon/Pule/Benny
	Continuing	3.2c_2.2	Conduct GESHA training and follow up supervision with the Zambian Prison Service	x	x	x		Simon/Pule/Benny
	3.2c_3 Work with the Police Victim Support Unit and gender focal point persons in the SHARe II supported line ministries							
	Continuing	3.2c_3.1	Conduct GESHA mentorship meetings with facilitation teams in the Lusaka-based police camps	x	x	x		Simon/Pule/Benny
	Continuing	3.2c_3.2	Provide a skills mentorship attachment of staff from the Police and Prisons Services in order to transfer skills for program sustainability in workplace wellness and HIV/AIDS programming	x	x	x		Simon
	3.2c_4 Develop and disseminate best practices in public sector workplace programming							
	Continuing	3.2c_4.1	Support public sector workplace HIV/AIDS and wellness programs to hold quarterly peer learning forums	x	x	x		Simon/Pule/Benny
	3.2e Use “champions,” as well as the men’s networks in the fight against HIV/AIDS and GBV							
	3.2e_1 Support participation of champions in HIV/AIDS and GBV activities with the workplace team							
	Continuing	3.2e_1.1	Work with selected champions in PAW to facilitate meetings and trainings of PAW support groups.	x	x	x		Pule/Anna/Simon

Task 3: Strengthen and expand HIV/AIDS workplace programs								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
	3.2f Expand and strengthen work with senior leadership							
	3.2f_1 Support PSMD to host the IMASIF quarterly meetings.							
	Continuing	3.2f_1.1	Hold IMASIF meetings for program coordination in the public sector	x	x	x		Simon/Charles
	3.2f_2 With NAC, support PSMD to coordinate public sector HIV/AIDS programs							
	Continuing	3.2f_2.1	Provide technical assistance to district-level public sector workplace wellness coordination teams in selected districts	x	x	X		Simon/Charles
	3.2g Improve existing monitoring and evaluation systems in workplace programs, and increase efforts to ensure that workplace policies are being widely publicized/shared, utilized and implemented							
	3.2g_1 Disseminate SHARe II workplace baseline survey results to partners to improve program quality and innovation							
New	3.2g_1.1	Disseminate workplace baseline survey results to the public sector workplace partners	x				Simon/Kim	
Sub-Task 3.3: Strengthen capacity of Zambia Prison Service to implement, manage and evaluate effective and sustainable	3.3a_1 Review HIV/AIDS service uptake data with the Zambia Prisons Service to show evidence of impact of service demand creation.							
	New	3.3a_1.1	Conduct meetings with Prison Service secretariat staff to review service uptake data to ascertain HIV/AIDS program impact	x				Benny/Henry
	3.3a_2 Support HW and offender managers in Zambia Prisons Service to implement an effective health referral system for inmates and staff							
	Continuing	3.3a_2.1	Orientation training for prison coordinators in wellness and HIV/AIDS coordination strategies and referral systems	x				Benny/Simon
	3.3a_3 Strengthening HIV/AIDS/STI behavior change and communication efforts targeted at Zambia Prisons Service personnel and prison inmates							
Continuing	3.3a_3.1	Train peer educators among inmates in Kamfinsa, Mwembeshi, Choma and Kabwe-based prisons	x				Benny/Simon	

Task 3: Strengthen and expand HIV/AIDS workplace programs								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
HIV/AIDS and wellness programs.	Continuing	3.3a_3.2	Promote HIV/AIDS and wellness health days for inmates in the form of edutainment		x			Benny/Simon
	3.3a_4 Mobilize leadership support for HIV/AIDS and wellness programs in the Zambia Prisons Service							
	New	3.3a_4.1	Conduct program coordination skills with prison regional commanders and coordinators in wellness and HIV/AIDS coordination strategies and referral systems		x			Benny/Simon
	3.3a_5 Support to the Parole board and help improve reintegration of inmates with HIV into the community to improve ART adherence and access to treatment.							
	Continuing	3.3a_5.1	Support parole hearings from various applications and prisoners	x	x	x		Benny/Simon
	Continuing	3.3a_5.2	Support Parole Board quarterly visits to selected provinces	x	x	x		Benny/Simon
	Continuing	3.3a_5.3	Conduct supervision visits to parolees in provinces to monitor behavior reformation and conformity to parole conditions	x	x	x		Benny/Simon
	Continuing	3.3a_5.4	Support well-performing parolees' participation in peer education and mentorship programs to other prison inmates still in prison	x	x	x		Benny/Simon
Sub-Task 3.4: Documentation and Communication	3.4a_1 Document best practices from workplace programs							
	Continuing	3.4a_1.1	Identify and document lessons learned, success stories and best practices from workplace programs	x	x	x		Pule/Benny/Trywell/Simon/Kim

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### ***Annual Activity Plan for Objective 4: Strengthen collaboration/coordination of HIV/AIDS activities with the GRZ, USG partners and other stakeholders***

Institutions and organizations with limited resources must have strong and effective management, planning, and coordination skills to ensure efficient use of the available resources. As an under-resourced body, NAC has staffing and resource gaps that affect its capacity to coordinate the national response. As a key partner providing support to NAC to strengthen coordination and implementation of the national response, SHARE II is keenly aware that lack of consistent resources hampers NAC's ability to follow through on their strategies and activities. As a broad strategy, SHARE II has assigned key technical staff to add necessary skills to NAC's human resources, as well as providing senior technical support to NAC counterparts. In order that SHARE II activities not only build on existing successes and capacities, but also fit into a broader national HIV response, SHARE II fosters partnerships with existing and new NAC partners, so that support is additive or multiplicative rather than duplicative, including through pursuing opportunities for joint implementation of activities. Specifically, SHARE II activities in this area in FY2015 will expand on work began FY2014:

- Improve NAC's national HIV/AIDS response coordination effectiveness and NAC's communication with donors, implementers, GRZ and other players through supporting NAC to host regular stakeholder forums at the national and sub-national levels to provide updates on the state of the national and local HIV/AIDS responses, respectively, and gather input from participants to help improve performance. From this it is expected that donors, implementers and other key players in the response, at both national and sub-national levels, will become more aware of the policy, strategic, operational expectations and milestones of NAC in the HIV/AIDS response, and align their policies, strategies, and action plans to NAC through joint planning, and through regular and improved communication;
- Work with other partners to build consensus on a common M&E framework for reporting for national HIV activities such as VCT day, traditional ceremonies, and other social mobilization events, including designing tools for reporting that will feed into the national M&E system;
- Refine and maintain the monitoring system developed by SHARE II that tracks leadership, legal and policy environment strengthening, coordinating structures strengthening activities; and
- Collaborate with other USG-funded partners across sectors to build and establish workplace health programs that include a menu of workplace-based wellness services and referrals; SHARE II will provide technical assistance and supported USG partners will fund and manage their own programs.

Table 5 below shows the SHARE II FY2014 annual activities under **Objective 4**. These activities and those that will be carried out in subsequent years will cumulatively contribute towards the achievement of SHARE II expected results and deliverables.

Table 5: SHARe II 2015 Annual Work Plan for Objective 4 - Strengthen collaboration/coordination of HIV/AIDS activities with GRZ, and other stakeholders

Task 4: Ensure the collaboration and coordination incorporation of HIV/AIDS activities with the GRZ, USG-funded partners, and other stakeholders								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
Sub-Task 4.1: Support the coordination of designing, implementing, managing, and evaluating of HIV/AIDS activities, ensuring ownership and use of HIV/AIDS approaches by the GRZ and other partners								
	Continuing	4.1a	Provide technical and funding support to NAC's 'State of the HIV/AIDS Response' coordination and update meetings	x	x			Stan/Michael
Sub-Task 4.2: Facilitate the development of a common M&E framework for national HIV activities								
	Continuing	4.2b	Provide technical support to NAC to manage and update the M&E framework for national HIV/AIDS events reporting	x	x			Kim
Sub-Task 4.3: Establish and maintain a mechanism for tracking leadership, legal and policy environment strengthening, coordinating structures strengthening activities								
	Continuing	4.3a	Implement a tracking system for leadership, policy and legal environment and coordinating structures strengthening activities, and hand over to NAC or other partner	x	x	x		Muka/Kim
Sub-Task 4.4: Collaborate with USG-funded programs on workplace wellness programs	4.4a Engage USAID partners to implement workplace wellness programs							
	Continuing	4.4a_1	Support USAID/USG-funded projects in program implementation	x	x			Mercy U/Simon/Pule/Benny
	Continuing	4.4a_2	Support implementation of joint USG health fair activities	x	x	x		Mercy U/Simon/Pule/Benny
	Continuing	4.4a_3	Support a workplace wellness forum for USG partners to share lessons learned and best practices	x	x	x		Mercy U/Simon/Pule/Benny
Sub-Task 4.5: Social Mobilization, Documentation and Communication								
	Continuing	4.5a	Document lessons learned, success stories and best practices from SHARE II Task 4 programs	x	x	x		Muka/Michael/Kim

## Annual Activity Plan for Cross-cutting Project Areas

Support Services – COP, Finance and Administration, and Monitoring and Evaluation (M&E) and Communication and Documentation

Table 6: SHARe II 2015 Annual Work Plan for cross-cutting/support project areas

Support Services – COP, Finance and Administration, and Monitoring and Evaluation (M&E) and Communication and Documentation								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
Program Management and Coordination								
	Continuing	5.1a	Plan activities and agree on Year 5 scopes of work with local partners LEAD, ZINGO, ZHECT, LTA, NZP+, ICOZ, GRS, SHARPZ	x				Louise/Muka/Mutinta /Michael
	Continuing	5.1b	Hold quarterly meetings for SHARe II partners to support technical excellence	x	x	x		Louise/Muka/Mutinta /Michael
Monitoring and Evaluation (M&E)								
	Continuing	5.2a	Manage and maintain the SHARe II M&E system	x	x	x		Kim
	Continuing	5.2b	Implement data collection, analysis, report writing, publication and dissemination for end of project monitoring and evaluation	x	x	x		Kim
	Continuing	5.2c	Implement a tracking system for leadership, policy and legal environment and coordinating structures strengthening activities	x	x	x		Kim
	Continuing	5.2d	M&E training and support to SHARe II implementing partners	x	x	x		Kim
	Continuing	5.2e	Hold quarterly technical updates for SHARe II partners to support technical excellence & quality	x	x	x		Kim
	Continuing	5.2f	Conduct data quality assessments and ensure validity of SHARe II PEPFAR data	x	x	x		Kim

Support Services – COP, Finance and Administration, and Monitoring and Evaluation (M&E) and Communication and Documentation								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
Finance and Admin (FA)								
	Continuing	5.3a	Continue providing F&A support to all program areas including procurement, financial reporting and budget management	x	x	x		Louise
	Continuing	5.3b	Oversee sub-granting processes including pre-funding assessments for any identified New local sub-partners	x	x	x		Louise
	Continuing	5.3c	Sub-grant to local partners and provide on-going oversight and support in the area of Finance and Administration	x	x	x		Louise
	New	5.3d	Develop and implement a 10 month close-out plan to ensure smooth and effective administrative project close-out in accordance with the terms of the contract and JSI policy	x	x	x		Louise
Communication and Documentation								
	Continuing	5.4a	Maintain adequate staffing for project documentation and communication	x	x	x		Kim/Muka
	New	5.4b	Work with technical teams to design and produce end of project documentation highlighting life of project achievements		x	x		Kim/Muka
	Continuing	5.4c	Ensure that each of the four technical components writes and submits at least 4 success stories/best practices	x	x	x		Kim/Muka

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## **IV. Monitoring and Evaluation (a more comprehensive M&E Plan has been submitted to USAID)**

SHARe II's long term goal is to reduce the impact of HIV/AIDS on Zambians through contributing to the achievement of Development Objective 3 (DO3) Human Capital Improvement and three Intermediate Results: (1) Health status Improved; (2) Health systems and accountability strengthened; (3) Community health practices improved.

SHARe II's monitoring and evaluation (M&E) system continuously informs SHARe II, USAID, program beneficiaries, and other key stakeholders on progress towards achieving defined project deliverables. This year's M&E focus will be on end of project evaluation and documentation. The M&E system will ultimately provide data and information to measure the impact that the project is having on the intended beneficiaries. To facilitate this, we have integrated M&E staff members into the technical teams to create a culture where monitoring and evaluation is integral to the technical strategy as well as to daily implementation of activities. This ensures that real-time progress made towards project targets is available and reviewed by SHARe II staff and managers, and that we provide external feedback to all relevant partners.

SHARe II program activities are continuously monitored and evaluated through the collection of both output and outcome indicators. To minimize burden, whenever possible, process monitoring and outputs are conducted through self-administered tools which generate many key outputs such as number of individuals reached, number of trainings conducted, number of people trained, and number of institutions provided with technical support. Evaluation focuses on measuring project outcomes, including in the areas of policy adoption and implementation, local resource allocation to the HIV/AIDS response, HIV/AIDS leadership and advocacy, and coordination of the HIV/AIDS response. Data are collected and tracked in the SHARe II performance-monitoring database. The SHARe II M&E Plan has been submitted to USAID and provides a more detailed description of the project M&E system, indicators and deliverables.

## **V. Finance and Admin**

### ***Anticipated International Travel for Pre-approval***

We are submitting the following anticipated international travel requests for SHARe II for pre-approval:



**Table 7: Planned International Travel for FY15 for Pre-approval**

#	From - To	Who	Approximate Dates (2015)	Reason/Justification
1.	Lusaka – TBA	JSI Finance and Admin Manager (1) Director of Finance & Admin (1)	May/June	International F& A conference to share updates on regulations and best practices on management of USAID funded projects.
2.	Boston – Lusaka	JSI Communications Advisor (1) Technical Advisor (1) Monitoring & Evaluation Advisor (1)	May - Sept	STTA JSI/Boston to support SHARe II and SHARe II partners with end-line evaluations, communication and final reporting prior to close-out.
3.	Boston – Lusaka	Initiatives Inc. Technical Advisor (2)	May, August	STTA on the OCA certification process evaluation and project documentation
4.	Lusaka – Boston	JSI COP (1) DCOP (1)	July/August	Attendance at JSI International Division Meeting
5.	Boston – Lusaka	JSI Program Coordinator (1)	September	Support to Financial and Administrative close-out process
6.	Boston – Lusaka	JSI Senior Technical Advisor (1) President (1)	October	Attend Project close-out review
7.	Boston Lusaka	Initiatives Inc. President (1)	October	Attend Project close-out review

### ***Estimated Monthly Funding Requirements during the Upcoming Period of Implementation, through 4 November 2015***

**Table 8: Historical and estimated average burn rates**

Estimated Costs	US\$
Historical Average Burn Rate 1 January - 31 December 2014	\$ 523,538
Estimated Average Burn Rate 1 January – 4 November 2015	\$ 698,418

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## VI. Reports and Deliverables

### *Deliverables Schedule*

As per the Contract, SHARe II will compile and submit deliverables to USAID as shown in *Table 9* below:

**Table 9: SHARe II FY2015 deliverables schedule**

	<b>Deliverable</b>	<b>Due Dates</b>
1.	Annual Workplans	15 December, 2010 – 2015
2.	Quarterly Progress Reports	30 October, 30 January, 30 April, 30 July
3.	Semi-Annual Progress Reports	30 April, 2011 – 2015
4.	Annual Progress Reports	30 October, 2011 – 2015
5.	Annual Country Operational Plans (COPS)	30 September 2011 – 2015
6.	Semi-Annual and Annual progress reports against approved indicators	30 April & October, 2011 – 2015

### *Final Report*

The final report is due in February 2016.